

Contractor Qualification (Form SC-9.1)

**As Per C.R.S. 24-30-1303(1)(q) AND R-24-103-402-01**

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The following policy responds to State Buildings Programs' Statutory responsibility to maintain approved lists of qualified contractors and to promulgate rules for pre-qualification:

1. For all state funded construction projects of \$150,000 or more, contractors must be **qualified** through the submission of a "Contractor's Statement of Experience" (State Form SC-9.1).
2. Qualification will be based on **registration** with State Buildings Programs. The contractor must either have a current statement (SC-9.1) on file with State Buildings Programs at the Date fixed for publicly opening sealed bids OR submit a completed statement to State Buildings Programs at least two (2) working calendar days before the date fixed for publicly opening sealed bids. The SC-9.1 form may be submitted in person, by mail or through a FAX machine. The official submission date and time is established by the date/time stamp at the Division of Purchasing OR the fax transmission record.
3. Unless a new statement is specifically requested, qualification will be based upon the statement on file, which will remain in effect until the last day of the month that occurs twelve months from the previous filing date. Registered contractors have thirty days beyond the date of expiration before being removed from the list of qualified contractors. It is the responsibility of the contractor to maintain registration.
4. A new statement will be required only once each year, unless a statement is specifically requested by State Buildings Programs or the agency's SBP delegee. It will be optional for a contractor to file statements at more frequent intervals: In which case, the qualification will, in effect, be based on the latest statement on file.
5. It is the agency's responsibility to verify the qualification status of contractors prior to each bid.
  - State agencies and institutions are required to notify contractors of the above bidding qualification in their bidding advertisement as per state of Colorado "advertisement for bids" (State form sc-6.11, revised 9/96).
  - State agencies and institutions are required to distribute copies of the form SC-9.1 at each pre-bid walk-through.
  - Contractors for whom a completed SC-9.1 form has not been received at State Buildings and Real Estate Programs (1525 Sherman St., Room 250, Denver, CO 80203) at least 2 business days prior to a bid opening MUST BE DISQUALIFIED.
  - This registration **is not** to be considered **pre-qualification** for any construction project for the State of Colorado. Agencies may require submittal of additional information for project-specific pre-qualification.
6. NOTE: Vendors / Contractors who are registered with the State of Colorado, General Support Services, Division of Purchasing's Bid Information and Distribution System (BIDS) are eligible to bid on construction projects less than \$50,000 solicited through that system, but are NOT eligible to bid on construction projects that are \$150,000 or greater as publicly advertised UNLESS they register with State Buildings and Real Estate Programs as specified above.

CONTR/QUAL (revised 12/01)